

FINAL

**Derry Public Library
Board of Trustees Meeting
Colette Room
Monday, October 16, 2017**

Present: Elizabeth Greenberg (Co-Chair), Valerie Roche (Co-Chair), Helen Evans (Co-Vice Chair), Pete Marcotte (Co-Treasurer), Heather Paradzick, Erin Matlin (Trustee Alternate – Non-Voting), Shannan McKenna (Secretary), Dorianne Haverty (Co-Treasurer), and Cara Barlow (Library Director).

Absent: Richard Tripp (Town Councilor)

Meeting was called to order at 6:28 by Liz Greenberg

Move to Non-Public Session:

Motion by Helen to move to non-public session under RSA 91A:3, II(c). Seconded by Helen.

Roll call vote:

Liz Y Shannan Y Pete Y Helen Y Val Y Heather Y Dori Y

Motion Passed 7-0.

Meeting reconvened at 6:55

Amendments to Agenda:

- Flexible Spending Account (FSA)
- Personnel: New Hire
- Thank you notes for presenters

Acceptance of Minutes:

Pete moved to accept the draft minutes for the September 18, 2017 meeting (Public and non-public). Dori seconded motion. Motion passed 7-0.

Treasurer's Report:

- Dori reported that the Town of Derry has not yet closed FY 2017. She hopes to present a 5 year comparative statement at the next meeting, but that is dependent upon obtaining final FY 2017 figures.
- Pete questioned the Professional Services line item. The high YTD expenditures were explained as relating to the GMILCS annual membership fee. This was a planned expenditure and budgeted for.
- Operating Expenses include encumbered funds from the prior fiscal year.

- The Fine Account reflects what the Library has received in fines and other income this fiscal year. The Fines revenue will be lower than budgeted based on current trends. Future budgets will reflect accurate projections. Fines are capped at \$5 to provide incentive for patrons to return materials.
- Val questioned the line DPL Use of Bank Funds. Dori explained that this is budgeted to cover part of acquisitions, however, because of staff turnover in prior years it has not been necessary to dip into this fund; the cost of acquisitions has been covered with unused Personnel money from that same fiscal year.

Director's Report:

- The lighting work has begun and should be complete this week.
- A new roof leak was found over fiction and a patch was made. Alan Cote will come to inspect that portion of the roof to determine if additional work is required.
- Helen noted that she approved of the focus on collection development and professional development across all departments.
- Helen questioned the status of the Bridge Program for adolescents underserved by Children's Room programs. Cara explained the issues around this program and plans to expand once staffing is complete.

Acceptance of Gifts:

No gifts were presented.

Announcements:

- Helen presented samples of thank you notes and suggested they be sent to all presenters at Board of Trustees meetings. Shannan has thank you cards for this purpose and will be responsible for sending the notes.

Motion to create practice of sending thank you notes for Board presenters by Val. Seconded by Pete. Motion passed 7-0.

Old Business:

Personnel Subcommittee:

- The Personnel Committee lost a member with the resignation of Deirdre. Pete agreed to join the Committee. The Committee will begin work on revising Personnel Policies.

Finance Subcommittee:

- The proposed revision of the Gifts section of the Financial Policy Manual was presented. The revision was necessary as the current policy is not compliant with regulations. Gifts need to be transferred to the Trustees of the Trust Fund until needed.

Motion to accept the revised policy on Gifts by Shannan. Seconded by Dori. Motion passed 7-0.

Policy Subcommittee:

- Primex reviewed the revised Meeting Room Policy and had two questions. These were referred to the attorney for the Town of Derry.
- The Committee will continue work on the Volunteer Policy.
- Brief discussion on formation and purpose of a foundation.

New Business:

- Flexible Spending Account (FSA) is open to full time employees that participate in the health insurance plan. The Board approved a ceiling of \$2600 for the current calendar year. For CY 2018 the Town requested a new ceiling.

Motion to set FSA ceiling at \$2600 for CY 2018 with a two month grace period by Shannan. Seconded by Helen. Motion passed 7-0.

- Cara recommended Michelle Bellevance for hire as the Circulation Substitute at \$12.05/hour.

Motion to hire Michelle Bellevance as Circulation Substitute by Shannan. Seconded by Helen. Motion passed 7-0.

Public Comment:

- No citizens asked to speak.

Adjournment:

Motion to adjourn by Pete. Seconded by Val. Motion Passed 7-0.

Meeting adjourned at 7:25 pm

Next meeting November 20, 2017 at 6:30 pm.

Cynthia Messina
Recording Clerk

DRAFT

Derry Public Library
Long Range Planning Meeting Minutes
Colette Room
October 16, 2017

Present: Elizabeth Greenberg (Co-Chair), Valerie Roche (Co-Chair), Helen Evans (Co-Vice Chair), Pete Marcotte (Co-Treasurer), Heather Paradzick, Erin Matlin (Trustee Alternate – Non-Voting), Shannan McKenna (Secretary), Dorianne Haverty (Co-Treasurer), and Cara Barlow (Library Director)

Meeting called to order at 7:25 by Liz.

The meeting was held to begin to formulate long range plans for the Derry Public Library.

Discussion ensued.

Meeting adjourned at 8:25.

Cynthia Messina
Recording Clerk

DRAFT

Derry Public Library
Long Range Planning Meeting Minutes
Colette Room
October 16, 2017

Present: Elizabeth Greenberg (Co-Chair), Valerie Roche (Co-Chair), Helen Evans (Co-Vice Chair), Pete Marcotte (Co-Treasurer), Heather Paradzick, Erin Matlin (Trustee Alternate – Non-Voting), Shannan McKenna (Secretary), Dorianne Haverty (Co-Treasurer), and Cara Barlow (Library Director).

Meeting called to order at 7:25 by Liz.

Cara distributed a memo highlighting major topics to begin the long range planning discussion.

- Family Place Library – A private grant of approximately \$17,000 is available that would increase services aimed at early childhood development and parent/child interaction in the Children’s Room. The grant includes training for the Library Director and the Children’s Room Supervisor, equipment and supplies. Cara believes the DPL would be a strong candidate for the grant as cooperation between the DPL and community providers is already in place. Hooksett and Nashua libraries have participated in the training with positive results. Val questioned if this were necessary as our children’s programs are already successful and if the time would be better spent developing programs for the Bridges group. Participation is lacking in Bridges primarily because parents are unable to transport children to the library. Helen stated that by involving parents and children together at a young age, that engagement with the library would continue through the years. It is important to develop relationships with the parents if we want them to return to the library.
- Val began a discussion of the purpose of long range planning and how the Board can be useful. A general discussion of funding and goals ensued. Cara explained that the DPL represents 3% of the municipal budget and explained the budget process. The presentation format varies from year to year but the initial budget is presented to the Board and then to the Town of Derry CFO. From there it goes to the Town Administrator and then a formal presentation is made to the Derry Town Council. Increases must be justified at the CFO/Town Administrator level. The Derry Town Council does not determine line items, only the total allocation.
- Cara would like to focus on the facility and the patron experience. Ideas include carpeting in the Children’s Room, seating in the Teen Area, more comfortable seating at the bistro tables, bringing the Reference Desk into ADA compliance, and addressing various accessibility issues throughout the building. Some of these fall under the CIP plan.
- The installation of a digital sign advertising programs was discussed. Objections are expected as to placement (could not be too near MacGregor Park) and the possibility it would be a distraction to drivers.

- Space usage must be reviewed. The collections need to be weeded to keep the materials timely and to use space efficiently and effectively. This is an ongoing process that must be factored into staff time.
- Cara explained that her recommendations were the result of speaking with and surveying staff.
- Pete noted that one of the recommendations was to change renewals to biennial rather than annual. Patrons find the renewal process annoying. He believes this should begin immediately and not be a long term goal.
- The security system was discussed. It is not required by state or local RSA and there are costs associated with it (annual fee, stickers, staff time). Losses from stolen materials have been negligible. A new kiosk system that would include security as well as POS and self-checkout capabilities would cost \$45,000 and may not be a good value.
- Parking remains an issue. Cara has suggested to the Town that the area behind the bandstand be paved and a walkway be created from the parking lot to the library. This would allow parents with strollers and small children to better access the library. So far the Town has not been receptive.
- Liz requested that Cara prepare a prioritized list with cost estimates for the Board to consider. The next meeting scheduled for October 23 was postponed to give Cara time to prepare.

Meeting adjourned at 8:25.

Cynthia Messina
Recording Clerk